

ACMIS User Group Meeting Minutes

Date: Wednesday, August 17, 2005

Time: 10:30 AM - 12:00 PM

Location: 1800 F Street, NW, Room 4201

Attendees:

Name	Organization	Telephone	E-mail
James Adams	DHS		James.adams1@dhs.gov
Sherry Booth	SRA	703-284-9491	sherry_booth@sra.com
Sylvia Edwards	NARA	301-837-1679	Sylvia.edwards@nara.com
Virna Evans	DOC	202-482-4186	vevans@doc.gov
Mark Heare	EPA	202-564-4774	Heare.mark@epamail.epa.gov
Angela Parker	ATF	202-927-0051	Angela.v.parker@atf.gov
Gloria Sochon	FAI		gloria.sochon@gsa.gov
Eddie Ragland	IRS		Eddie.D.Ragland@irs.gov

Action Items

- Sherry Booth will follow up on the status of the EHRI Initiative to create Employee IDs which will be used instead of Social Security Numbers. OPM's implementation of EHRI will result in changes to the Central Personnel Data File (CPDF) which will include;
 - Employee identification numbers
 - Frequency of receiving data will be improved
 - Electronic media options for receiving data will be available
 - LMS training updates from agencies will be included
- Sherry will distribute the ACMIS User Group Charter to the group for review.

Review of Meeting Minutes – June 22, 2005

Sherry Booth distributed copies of the ACMIS User Group Meeting minutes from June 22, 2005. The action items from the June 22, 2005 meeting have been addressed as follows:

- Provided a copy of HHS's details on briefing unions on the implementation and use of ACMIS. Copy provided to Dian Neary as requested.
- Status of OPM's EHRI Initiative to use employee id instead of employee social security numbers. Sherry reported that there has not been an update on the schedule for implementing this change at OPM. Sherry will follow up with the EHRI team later in the month to request an updated status on OPM's schedule.

Updates since June Meeting

- A meeting was held on Tuesday, June 28 with representatives from OMB, DAU, Go Learn, and OPM to discuss the systems interface from agency LMS's. The flow of training data will be from an Agency LMS to Go-Learn, OPM to CPDF.

Update on Agency Implementation

- James Adams of DHS reported that a decision as to when the agency will begin implementation has not been made. Sherry will follow up with DHS in the next couple of weeks to see if there is any assistance needed in getting the agency started with implementation.
- Sylvia Edwards of NARA reported that they have updated records in ACMIS. They do have new staff, COTR, and COR's that will need to be updated in the system. Sherry Booth advised that she would be available to assist the users as necessary. Sherry will contact Sylvia following the meeting to discuss further.
- Mark Heare reported that EPA is continuing the process of identifying CORs which will be tracked in a separate database. Once the information is loaded and cleaned up, EPA will work with FAI on getting the information transferred to ACMIS. Mark also reported that the unions have been briefed and there is a deadline of Friday, August 19, 2005 for them to comment on ACMIS use.
- Sherry Booth reported that a test conversion of Department of Transportation data has been run. DOT is in the process of verifying the information and will approve the conversion prior to SRA's moving to production.
- Virna Evans stated that DOC is unsure of when they will implement ACMIS. They are waiting for the COR enhancements to be in place.
- Eddie Ragland reported that IRS is moving along with the use of ACMIS. Records are being updated for staff in a central location.
- Angela Parker from the bureau of Alcohol, Tobacco and Firearms was representing Department of Justice and did not have an update on their plan for implementation.
- Sherry Booth reported that she will be onsite at the Corporation for National and Community Service on August 30, 2005. Also, Sherry reported that the National Labor Relations Board will be implementing ACMIS beginning October 1, 2005.

Latest Updates to ACMIS

Sherry reported that a fix to the reporting module has been applied to correct an error with separated employees appearing in report data. Prior to the fix employees who had separated from the government (e.g. retired, deceased etc) were appearing on the report detail and totals for system reports.

Next Release of Enhancements – October 1, 2005

- Sherry reported that the latest round of system enhancements is in testing. Acceptance testing by GSA needs to schedule and a group of testers needs to be identified. The scheduled release date for the enhancements is October 1, 2005.

Report Module Updates

- Sherry reported that two meetings have been held to discuss the ACMIS reporting module and the changes and improvements that need to be made. The meetings are not intended to be decision making meetings but are geared towards proposing solutions for the module. GSA will be sending out an email to the User Group members with report samples and direction for reviewing and providing input on the agency reporting needs. A third meeting will be scheduled after end of the fiscal year.

Objective of the User Group and Future Operation

- Sherry provided copies of the ACMIS User Group Charter. FAI would like to evaluate the purpose of the group, the frequency of the meetings and appointing a chairperson to lead the group since the departure of Joanne Shore. Sherry will distribute the Charter to the entire group for review and comment at the next scheduled meeting.

Open Forum

- The next ACMIS User Group meeting date is to be determined. Sherry Booth will notify the group once a date for the meeting is established.